



# Australian Ideal College

## Moodle User Guide



### **Sydney Campus:**

Level 7 & 8, 75 King Street  
Sydney NSW 2000  
Tel: +61 2 9262 2968  
Fax: +61 2 9262 2938

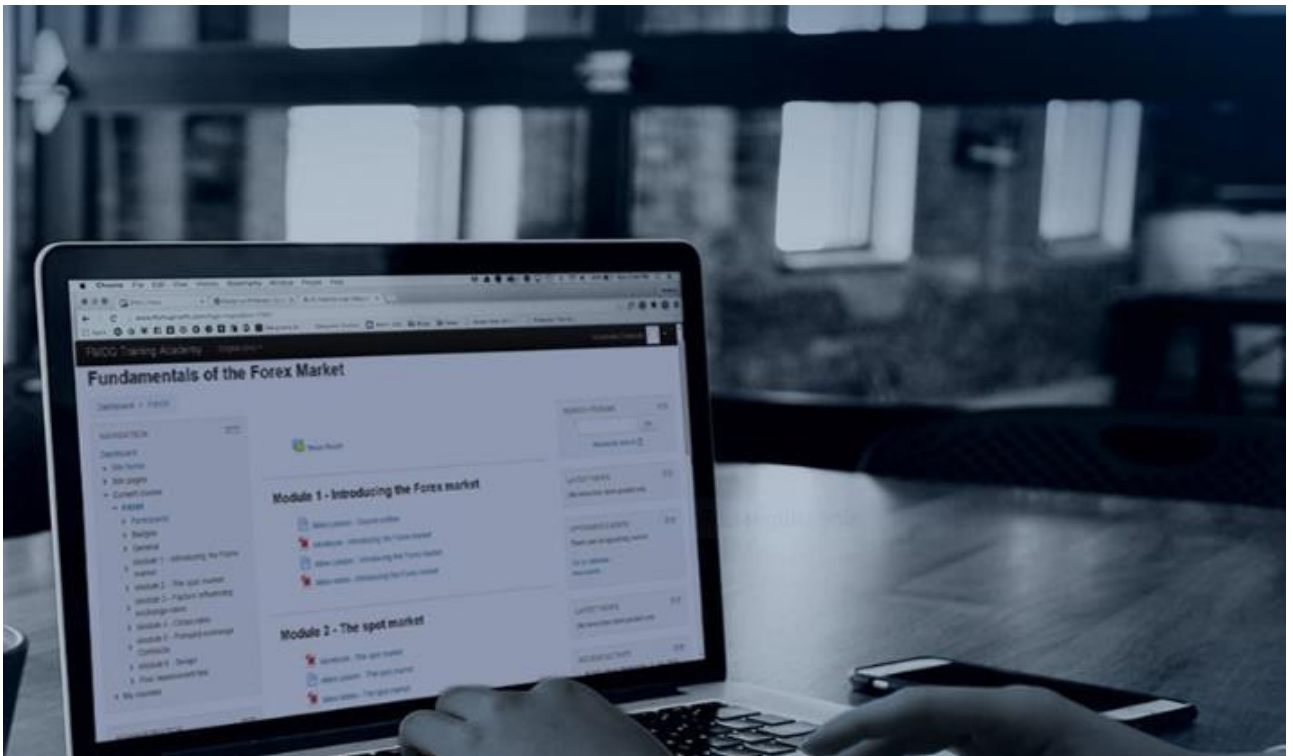
### **Adelaide Campus:**

Level 3, 7 James Place  
Adelaide SA 5000  
Tel: +61 8 8123 5780  
Fax: +61 2 9262 2938

### **Hobart Campus:**

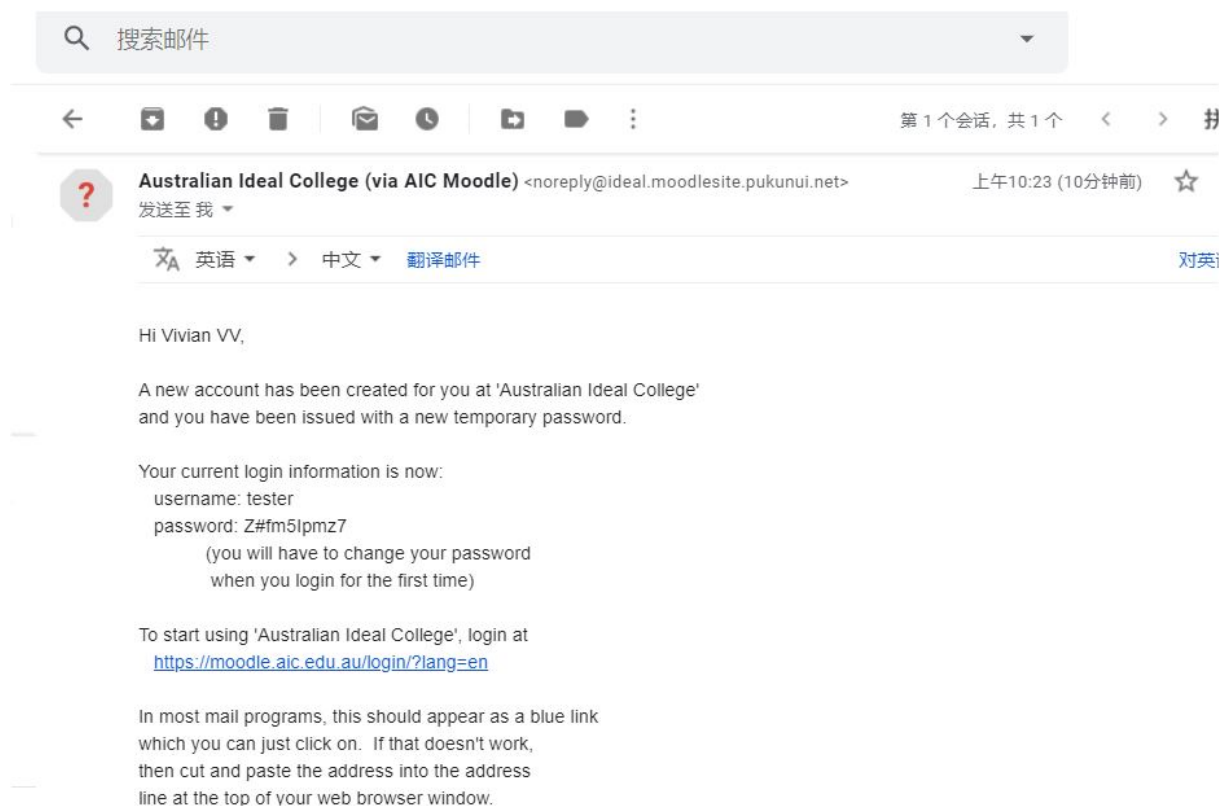
Ground Floor, 116 Murray St  
Hobart TAS 7000  
Tel: +61 3 6231 2141  
Fax: +61 2 9262 2938

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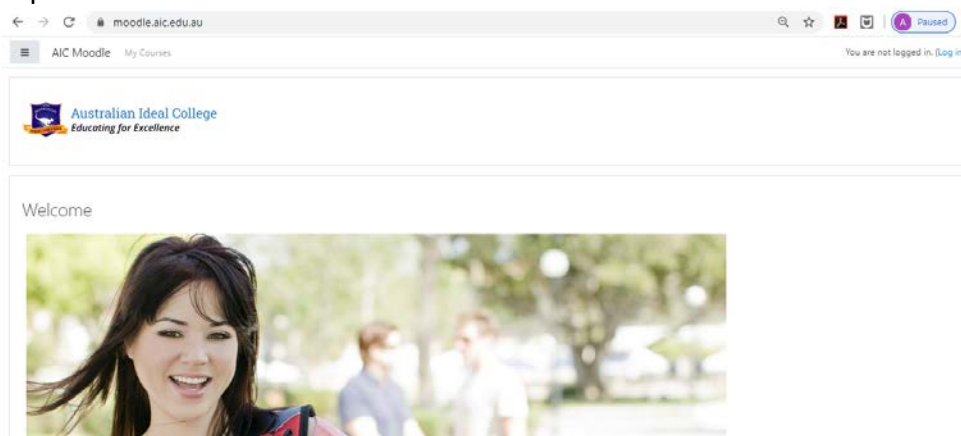
## Accessing the learning platform

In order to access our AIC Moodle system, simply click on the link below in your email received from AIC or type it out in your browser: <https://moodle.aic.edu.au>



## 1 Login and change password

- Please click **Log in** on the top right corner of the page and enter your username and password.



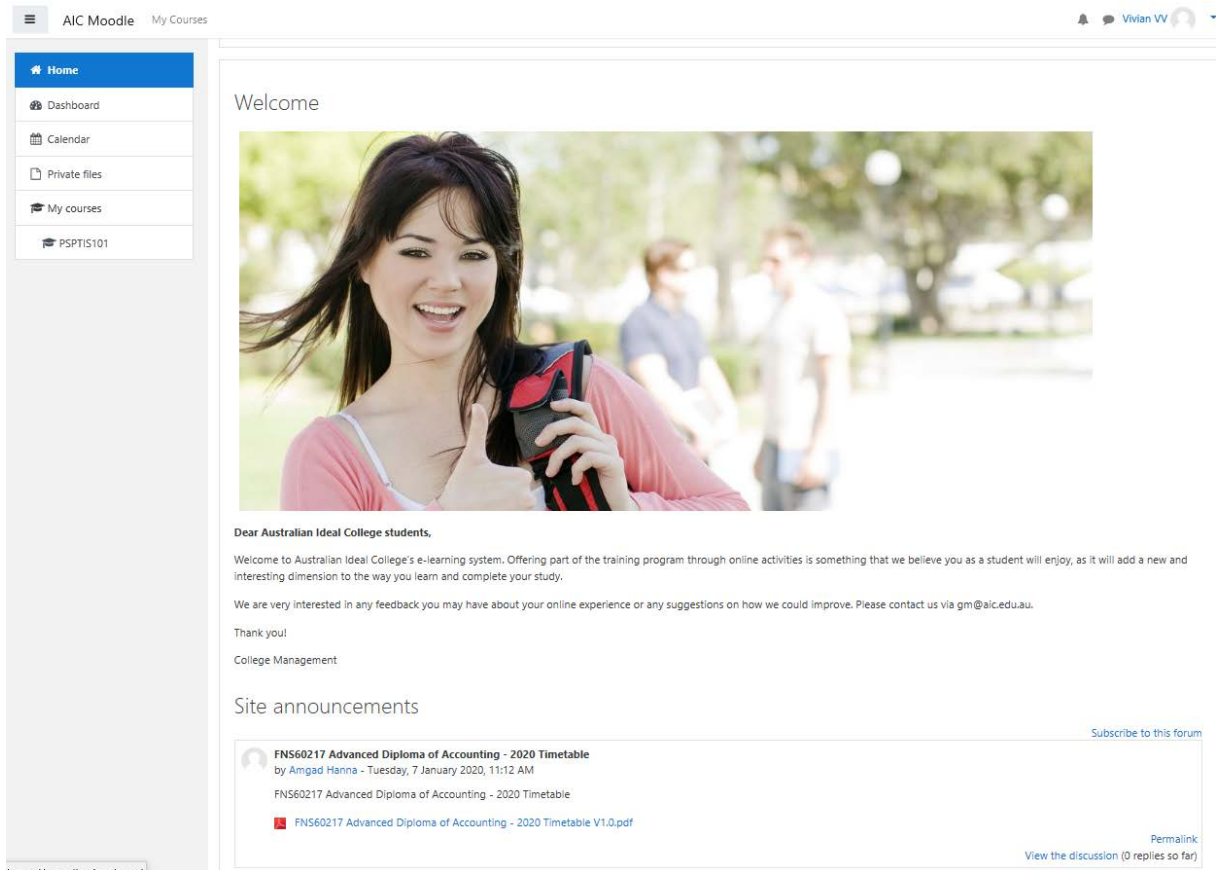
# Getting started



- You are required to change your password to proceed.

# Getting started

- Now, you have logged in your Moodle account successfully!
- You will find each course timetable on Moodle home page.



The screenshot displays the Moodle home page for Australian Ideal College. The top navigation bar includes 'AIC Moodle' and 'My Courses'. The left sidebar contains links to 'Home', 'Dashboard', 'Calendar', 'Private files', 'My courses', and 'PSPTIS101'. The main content area features a 'Welcome' message with a photo of a smiling woman. Below this is a 'Dear Australian Ideal College students' message from the College Management, welcoming students to the e-learning system and providing contact information for feedback. The 'Site announcements' section shows a post by Amgad Hanna regarding the 'FNS60217 Advanced Diploma of Accounting - 2020 Timetable', with a link to the V1.0.pdf file. A 'Subscribe to this forum' link is also present.

Home

Dashboard

Calendar

Private files

My courses

PSPTIS101

Welcome

Dear Australian Ideal College students,

Welcome to Australian Ideal College's e-learning system. Offering part of the training program through online activities is something that we believe you as a student will enjoy, as it will add a new and interesting dimension to the way you learn and complete your study.

We are very interested in any feedback you may have about your online experience or any suggestions on how we could improve. Please contact us via [gm@aic.edu.au](mailto:gm@aic.edu.au).

Thank you!

College Management

Site announcements

Subscribe to this forum

FNS60217 Advanced Diploma of Accounting - 2020 Timetable  
by Amgad Hanna - Tuesday, 7 January 2020, 11:12 AM

FNS60217 Advanced Diploma of Accounting - 2020 Timetable

[FNS60217 Advanced Diploma of Accounting - 2020 Timetable V1.0.pdf](#)

Permalink  
[View the discussion \(0 replies so far\)](#)





The screenshot displays the Moodle 'My Courses' interface for a user named Vivian VV. On the left, a sidebar provides navigation options: Home, Dashboard (highlighted), Calendar, Private files, My courses, and PSPTIS101. The main area, titled 'Course overview', features tabs for 'Timeline' and 'Courses'. The 'Courses' tab is active, showing a list of upcoming assignments. These are organized into two sections: 'Next 7 days' and 'Next 30 days'. Each assignment entry includes a document icon, the course code (PSPTIS101), the assignment title, the due date and time, and an 'Add submission' link. The right-hand sidebar contains several utility sections: 'Private files' (indicating no files are available), 'Online users' (showing 9 users online), 'Latest badges' (stating no badges are displayed), and a 'Calendar' for January 2020.

- You can always toggle between courses by using the navigation and clicking on **Dashboard**. This is your personal dashboard and will show you which course(s) you have enrolled in and the current unit(s) you are learning.

- Please try to click your current **unit code** (**PSPTIS101**) and you will find all learning materials on this unit page.

The screenshot shows a Moodle course page for 'PSPTIS101 Negotiate translating and interpreting assignments'. The browser address bar shows 'https://moodle.aic.edu.au/course/view.php?id=99'. The left sidebar contains navigation links: Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, Assessment Tasks, Home, Dashboard, Calendar, Private files, My courses, and PSPTIS101 (selected). The main content area has a 'Your progress' indicator. It includes sections for 'Announcements', 'Learner Guide' (with a link to 'PSPTIS101 Negotiate translating and interpreting assignments, Learner Guide'), 'Translation Practice Tasks' (with links to 'PSPTIS101 Negotiate translating and interpreting assignments, Passage Translation' and 'PSPTIS101 Negotiate translating and interpreting assignments, Reference'), 'Online Learning Resources & Weekly Practice Questions' (with a sub-section 'Submitting your weekly practice questions online' and links to 'PSPTIS101 Negotiate translating and interpreting assignments, Online Learning Resources', 'PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Quizzes', 'PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Quizzes, Solutions', and 'PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Quizzes, Submission'), and 'Assessment Tasks' (with a sub-section 'Student Assessment Submission Guide' and links to 'PSPTIS101 Negotiate translating and interpreting assignments, Assessment Tasks' and 'PSPTIS101 Negotiate translating and interpreting assignments, Assessment Tasks Submission').



# Assessment submission

## 3 Assessment submission

- You can find the **Student Assessment Submission Guide** in the section of **Assessment Tasks** located at the bottom of each unit page. Please click and download the assessment tasks.

Registered as Australian Ideal College Pty Ltd  
RTO No.: 91679 | CRICOS Provider Code: 03053G  
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E: info@aic.edu.au | W: www.aic.edu.au

https://moodle.aic.edu.au/course/view.php?id=99

PSPTIS101 Negotiate translating and interpreting assignments

Home / My courses / PSPTIS101

Announcements

Learner Guide

PSPTIS101 Negotiate translating and interpreting assignments, Learner Guide

Translation Practice Tasks

PSPTIS101 Negotiate translating and interpreting assignments, Passage Translation

PSPTIS101 Negotiate translating and interpreting assignments, Reference

Online Learning Resources & Weekly Practice Questions

Submitting your weekly practice questions online

When you submit your answer to the online system, your submission is automatically date stamped. A copy of your answer is then placed in an electronic folder for your instructor to retrieve.

Unless instructed differently, save the final version of your answer as either a .doc, .docx, an .rtf file (rich-text format), or a PDF.

When you create the filename for your submissions, include your last name, student number and activity name or number. E.g. smith\_2019XXXXX\_weeklyactivity1.doc

Your answer will be accepted up to 11.55pm on Sunday of the week.

PSPTIS101 Negotiate translating and interpreting assignments, Online Learning Resources

PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Questions

PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Questions, Solutions

PSPTIS101 Negotiate translating and interpreting assignments, Weekly Practice Questions, Submission

Assessment Tasks

Student Assessment Submission Guide

Each student must read and adhere to each instruction listed below. If you are unsure of any of the items listed, contact your trainer or the administration team for assistance. Make sure you have read the Student Assessment Submission Guide and downloaded all supporting resources from your AIC Moodle account prior to commencing and completing any assessment tasks.

- Each student must complete the Assessment Submission Sheet of each unit and insert your **digital signature** for assessments marking.
- You must ensure that you have attempted and completed all assessment tasks including written questions, case studies and projects etc. before submitting them for marking. **The answers of each question should be entered into highlighted "I" in the tasks.**
- Referencing: Ensure your work is referenced to prevent plagiarism. For more information on plagiarism and referencing, refer to the Student Handbook.
- File naming protocol: Prior to submission, your assessments must comply with the file name protocol below. The file name must follow this format:  
**UNIT CODE Student ID First Name Family Name**  
**Example: PSPTIS061 20190000 San ZHANG**
- All of the above items must be adhered to. Failure to do so will result in your work being returned to you, delaying the marking of your assessments.
- Australian Ideal College has invested significant time and resources in creating all student assessment tasks, and owns all copyright to these materials. The College protects its copyright material, and will enforce its rights in copyright material. The College reserves its legal rights to claim its loss and damage or an account of profits made resulting from infringements of its copyright.

PSPTIS101 Negotiate translating and interpreting assignments, Assessment Tasks

PSPTIS101 Negotiate translating and interpreting assignments, Assessment Tasks Submission

What do you want to do with 1. PSPTIS101 Student Assessment Tasks-done.doc (173 KB)?

Open Save Cancel

https://moodle.aic.edu.au/course/view.php?id=99#section-4

# Assessment submission

- After you complete and save your assessments tasks, please click **Assessment Tasks Submission** and upload your work in Moodle. You can also simply drag and drop your files in the window of **File submissions**. **Please make sure you submit all your assessments by the due dates. You will not be able to submit your assessments via Moodle after the due dates.**

PSPTIS101 Negotiate translating and interpreting assignments

Home / My courses / PSPTIS101 / Assessment Tasks / PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 13 hours
Last modified	-
Submission comments	Comments (0)

Add submission

You have not made a submission yet

PSPTIS101 Negotiate translating and interpreting assignments\_A Jump to...

PSPTIS101 Negotiate translating and interpreting assignments

Home / My courses / PSPTIS101 / Assessment Tasks / PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission / Edit submission

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

File submissions

Maximum size for new files: 1MB, maximum attachments: 5

You can drag and drop files here to add them.

Accepted file types:

Audio files natively supported by browsers: aac, flac, m4a, mp3, oga, ogg, wav  
Document files: doc, docx, epub, gdoc, odt, oth, ott, pdf, rtf

Save changes Cancel

PSPTIS101 Negotiate translating and interpreting assignments\_A Jump to...

- AIC Moodle
My Courses
Vivian VV

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- [PSPTIS101](#)
  - [Participants](#)
  - [Badges](#)
  - [Competencies](#)
  - [Grades](#)
  - [General](#)
  - [Learner Guide](#)
  - [Translation Practice Tasks](#)
  - [Online Learning Resources & Weekly Practice Questions](#)
  - [Assessment Tasks](#)
  - [Home](#)
  - [Dashboard](#)
  - [Calendar](#)
  - [Private files](#)
  - [My courses](#)
  - [PSPTIS101](#)

## PSPTIS101 Negotiate translating and interpreting assignments


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 [My courses](#) / 
 [PSPTIS101](#) / 
 [Assessment Tasks](#) / 
 PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission / 
 [Edit submission](#)

### PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

File submissions

Maximum size for new files: 1MB, maximum attachments: 5

Files
📁 📄 ⬆️



PSPTIS101\_202

Accepted file types:

Audio files natively supported by browsers: .aac, .flac, .m4a, .mp3, .ogg, .wav;

Document files: .docx, .epub, .gdoc, .odt, .ods, .ott, .pdf, .rtf

Save changes
Cancel

➔ PSPTIS101 Negotiate translating and interpreting assignments\_A
 

Jump to... 🔍

- 14

- At last, you will be required to **confirm your submission** and then your trainer will receive a notification via email about your assessment submission.

The screenshot shows the Moodle interface for a user named Vivian VV. The left sidebar contains a menu with options like PSPTIS101, Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, and Assessment Tasks (highlighted). The main content area is titled 'PSPTIS101 Negotiate translating and interpreting assignments' and shows the 'Confirm submission' page. It includes a checkbox for 'This assignment is my own work, except where I have acknowledged the use of the works of other people.' and a question 'Are you sure you want to submit your work for grading? You will not be able to make any more changes.' with 'Continue' and 'Cancel' buttons. Below this, it says 'There are required fields in this form marked' and provides a 'Jump to...' dropdown menu.

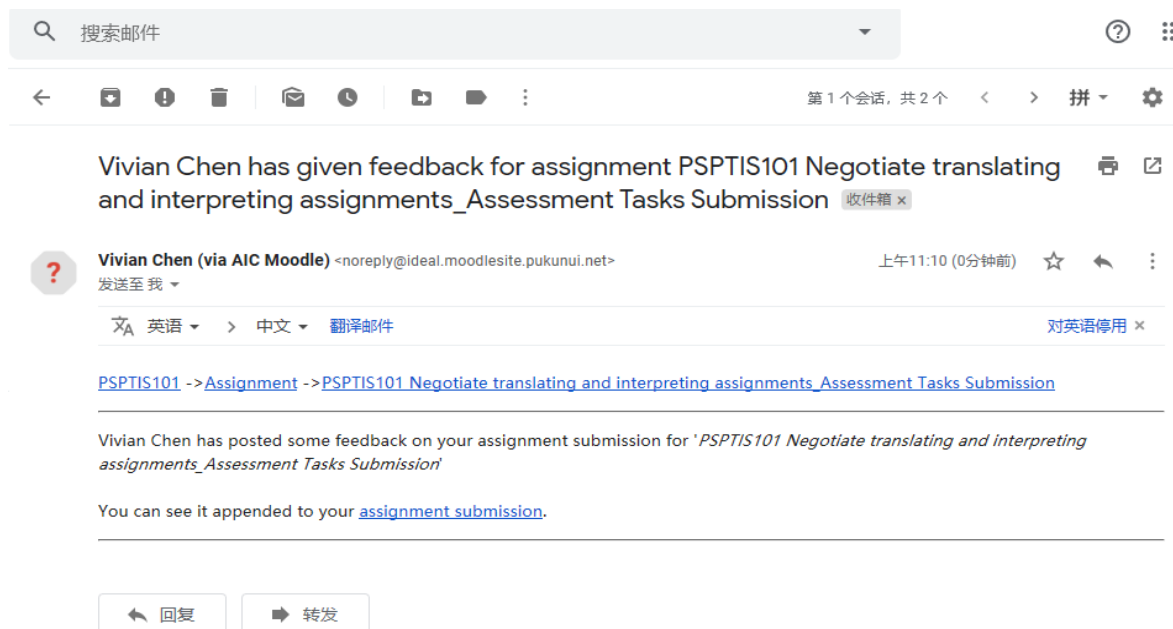
The screenshot shows the Moodle interface for a user named Vivian VV. The left sidebar is the same as the previous screenshot. The main content area is titled 'PSPTIS101 Negotiate translating and interpreting assignments' and shows the 'Submission status' page. It displays a table with submission details:

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 13 hours
Last modified	Wednesday, 8 January 2020, 10:49 AM
File submissions	PSPTIS101_20202222_Vivian VV.doc
Submission comments	Comments (0)

Below the table, there is a 'Jump to...' dropdown menu.

# Assessment submission

- You will receive an email notifying you about your assessment result and trainers' comments/feedback. You can simply click **assessment submission** in your email and find out your grade.



# Assessment submission

- Please read your trainers' comments/feedback carefully to modify your assessment accordingly if you receive **Not yet satisfactory** as your **Grade** of assessment. You will find the section of **This is attempt 2** on the same page and have chance to resubmit your assessment your trainer.  
**Please note that each student has 2 attempts for each assessment submission.**

The screenshot shows the Moodle interface for a course named 'PSPTIS101'. The left sidebar contains navigation links: Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, Assessment Tasks (highlighted), Home, Dashboard, Calendar, Private files, My courses, and PSPTIS101. The main content area is titled 'Feedback' and displays the following information:

Grade	Not yet satisfactory
Graded on	Wednesday, 8 January 2020, 11:06 AM
Graded by	Vivian W

Below the feedback table, there is a section for 'Previous attempts' showing 'Attempt 1: Wednesday, 8 January 2020, 10:49 AM'. This section includes submission status (Submitted for grading), file submissions (PSPTIS101\_20200222\_Vivian W.doc), submission comments (0), and feedback comments. The feedback comment states: 'I believe that you demonstrated your understanding about your translating assignments to some extent. However, you still need to resubmit the assessment since you did not provide the answers to Question 2 and 3 in Task 3 Case Study.'

The screenshot shows the Moodle interface for the same course. The left sidebar is identical to the previous screenshot. The main content area is titled 'PSPTIS101 Negotiate translating and interpreting assignments' and displays the submission status for this specific assessment task. The submission status table is as follows:

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 12 hours
Last modified	Wednesday, 8 January 2020, 11:06 AM
Submission comments	Comments (0)

Below the submission status table, there are two buttons: 'Add a new attempt based on previous submission' and 'Add a new attempt'. The first button has a tooltip that says 'This will copy the contents of your previous submission to a new submission for you to work on.' The second button has a tooltip that says 'This will create a new blank submission for you to work on.'



# Assessment submission

- You will receive the notification email again after your trainer marks your assessment resubmitted. You will see a grade of **Satisfactory** and your trainer's comments/feedback if you meet all the requirements of the assessment.

The screenshot shows the Moodle interface for a user named Vivian VV. The left sidebar contains a menu with options like PSPTIS101, Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, Assessment Tasks (highlighted), Home, Dashboard, Calendar, Private files, My courses, and PSPTIS101. The main content area is titled 'PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission'. It displays the submission status as 'Submitted for grading' and 'Graded'. The due date is 'Sunday, 12 January 2020, 11:59 PM' and the time remaining is '4 days 12 hours'. The last modified date is 'Wednesday, 8 January 2020, 11:14 AM'. The file submissions section shows a document named 'PSPTIS101\_20202222\_Vivian VV.doc'. The submission comments section shows 'Comments (0)'. The feedback section shows a grade of 'Satisfactory', graded on 'Wednesday, 8 January 2020, 11:17 AM', and graded by 'Vivian Chen'. The feedback comments section shows a message: 'Good job! You have successfully demonstrated your understanding about your translating assignments and also provided certain level of details in your answers. Please keep your work up!'.

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

Submission status

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 12 hours
Last modified	Wednesday, 8 January 2020, 11:14 AM
File submissions	<a href="#">PSPTIS101_20202222_Vivian VV.doc</a>
Submission comments	<a href="#">Comments (0)</a>

Feedback

Grade	Satisfactory
Graded on	Wednesday, 8 January 2020, 11:17 AM
Graded by	Vivian Chen
Feedback comments	<p>Good job! You have successfully demonstrated your understanding about your translating assignments and also provided certain level of details in your answers. Please keep your work up!</p>



**Australian Ideal College**

**For any other enquiries, kindly contact us directly**

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